

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

OPERATIONAL MEMORANDUM

TO: Child and Adult Care Food Program (CACFP)
Child Day Care Center Sponsors

FROM: Maureen B. Staggenborg, Director
Child Nutrition Programs

DATE: June 14, 2004

SUBJECT: **Operational Memorandum #15C-04 CACFP Updates:**

1. Income Eligibility Application **2004-2005**
2. Parent Letter **2004-2005**
3. Income Guidelines **July 1, 2004 through June 30, 2005**
4. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) **2004-2005**
5. Parental Notification Requirement

1. Income Eligibility Application 2004-2005

In accordance with program regulations, new income eligibility applications for the Child and Adult Care Food Program (CACFP) must be collected from parents every 12 months. The enclosed original two-page application form is to be used to make copies for the program. It may be copied back to back and the original should be retained to make future readable copies. *(This form is not applicable for emergency shelters and after-school "at risk" snack programs).*

2. Parent Letter 2004-2005

The sample Parent Letter for child care/Head Start centers has an attachment with reduced price meal income guidelines for 2004 – 2005. The Letter must be distributed to parents with the income eligibility application. The two page format allows the form to be used from year to year with only the attachment updated annually. Eligibility determinations made prior to July 1, 2004 must be made using the guidelines in effect at the time the eligibility determination is made. *(This form is not applicable for emergency shelters and after-school "at risk" snack programs).*

3. Income Guidelines July 1, 2004 through June 30, 2005

The guidelines effective July 1, 2004 to June 30, 2005 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to parents or households. *(This form is not applicable for emergency shelters and after-school "at risk" snack programs).*

4. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) 2004-2005

Updated information about the WIC Program is enclosed for use in meeting the ongoing requirement for WIC outreach through the Child and Adult Care Food Program (CACFP). Regulations require Child Nutrition agencies to provide information concerning the WIC Program to each CACFP child care center (except for outside-school hours centers). The information is, in turn, to be provided to the parents of children at the time of CACFP enrollment.

5. Parental Notification Requirement

The Agricultural Risk Protection Act of 2000 (Public Law 106-224) requires day care centers to inform parents or guardians of children enrolled about program benefits. Notification must be provided on an ongoing basis as new children are enrolled in the CACFP. On September 6, 2000, two versions (English and Spanish) of a one-page flyer were provided to CACFP participants to meet the notification requirement. This flyer may still be used to meet this requirement.

Additional copies of this flyer are enclosed if needed for reproduction. ***Please note that the sponsoring organization or day care center contact information (name and telephone number) must also be included. Flyers distributed without the sponsor and state agency contact information do not meet the parental notification requirement.***

Questions regarding this memorandum may be directed to Susan Boyle at (860) 807-2074, Benedict Onye at (860) 807-2080 or Celia Cordero at 860-807-2076.

CACFP forms and Operational Memorandums are available on the State of Connecticut Department of Education Website at <http://www.state.ct.us/sde/deps/nutrition/index.htm> (click on "Child and Adult Care Food Program").